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Office Memorandum • UNITED STATES GOVERNMENTAdmin
Staff

TO : Assistant Director of Logistics

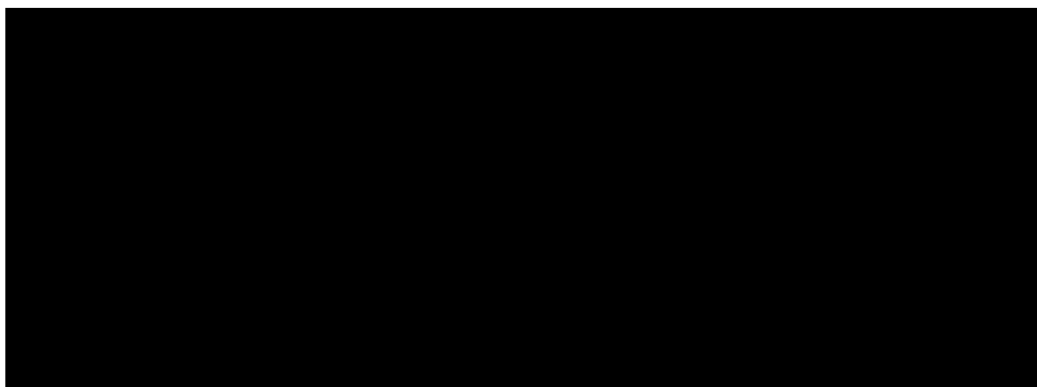
DATE: 2 June 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

STATINTL

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Supervisory Training Program (continued item)

Approximately 100 OL Supervisors attended one or more of the Supervisory Training sessions of the first series, which has just been completed, of this program. Of this number, 85 completed all four sessions and will be awarded a certificate of completion.

b. Survey and Inventory of Armed Forces Training Facilities
(continued item)

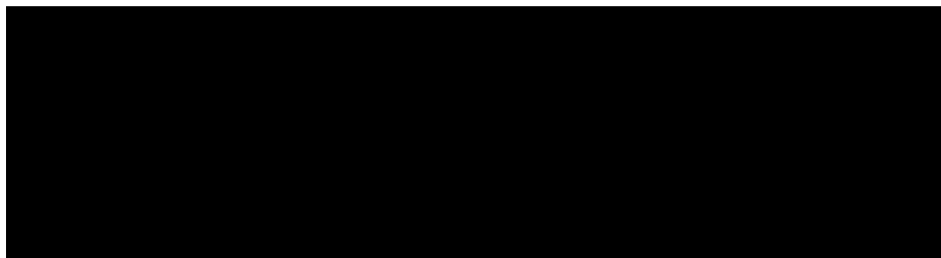
A slot has been requested for the Armed Forces Packaging School in Toledo, Ohio for July 1955.

3. OTHER ITEMS OF INTERESTa. Personnel Report (continued item)

Personnel statistics for the week ending 2 June 1955 are as follows:

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Personnel Ceiling On-Duty Strength T/O Strength



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b. Logistics Support Course (continued item)

This week's session is devoted to field-type problems conducted at the [REDACTED] Depot. For purposes of training, a dummy field depot has been established.

25X1A

c. Current Training - General (new and completed item)

(1) [REDACTED] Division, begins three weeks of on-the-job training in the Motor Pool this week.

25X1A

(2) Mr. [REDACTED] Planning Staff, begins a training course in Military Logistics at the Pentagon this week, under Agency sponsorship.

25X1A

(3) Four OL personnel have enrolled in Clerical Refresher Courses this week.

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d. Briefing of [REDACTED] Chief of Mission (new and completed item)

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25X1A

On 26 May 1955 Mr. [REDACTED] newly designated [REDACTED] Chief of Mission, was briefed on the program activities of the Personnel and Training Branch, Administrative Staff.

e. Agency Savings Bond Drive (new and completed item)

When the Agency Savings Bond Drive first started in April 1955, only 14.6 per cent of the employees of the Office of Logistics had signed up to have deductions made in their pay for the purpose of purchasing savings bonds. As of 31 May, this per cent of participation had increased to 35 per cent. The Drive Goal is to attain 52 per cent participation by January 1956.

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f. Staffing Increase, Mail & Courier Branch (completed item)

The DD/S has approved the staffing increase for the Mail and Courier Branch, consisting of one GS-4 courier and six WB-3 laborers. This increase is in T/O only and not in ceiling.

g. Quarters Eye Space Allocations for OL (new and completed item)

Quarters Eye space allocations have been made for components of the Office of Logistics, and components concerned have been requested to submit alteration and telephone requirements not later than 10 June 1955. It is anticipated that the additional second floor space in Quarters Eye will be available for OL occupancy during the latter part of this month.

h. Additional Courier Service (new and completed item)

(1) On 25 May 1955 a Top Secret Courier was detailed to the IO Division of DD/P to perform special courier trips made necessary by their move [REDACTED]. It is expected that this additional courier service will be required for approximately six months.

(2) On 27 May 1955 courier service was extended [REDACTED] to meet the needs of the Management Staff, Regulations Control Staff, and the Records Management Division. Four stops per day are made at each of these offices.

i. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming	4,202	- 268
Outgoing	5,536	- 1500
	<u>9,738</u>	- 1768

Postage Expended	\$606.20	- \$188.85
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(2) Coureier Activities

Scheduled Courier Trips	264	- 66
Special Courier Trips	159	+ 32
Inter-Agency Mail by Courier		
Incoming	1,492	- 514
Outgoing	1,861	- 964
	<u>3,353</u>	- 1478

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